

	<b>JOB DESCRIPTION</b>
<b>Job Title</b>	International Relation officer
<b>Reports to</b>	Head Corporate relation
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Building strong network and maintaining relations with international organizations / industries.</li> <li>• Connecting students to International Opportunities for higher studies, internship and placements.</li> <li>• Preparing students for getting international opportunities by arranging training and invited expert sessions GRE, TOEFL, IELTS, GATE preparation.</li> <li>• Guiding the students for the summer internship program, student exchange program, or higher studies at national as well as international level.</li> <li>• Collaborating with renowned international universities for various activities related to academics, research, and student's career by signing MoUs.</li> <li>• Identifying the research opportunities for the faculty members through higher studies or faculty exchange program.</li> <li>• Organizing the technical sessions (webinar, seminar, guest lecture, or workshop) for students and faculty members in collaboration with international universities by inviting renowned academicians.</li> <li>• Any other work as assigned by the reporting authority / Deputy Director –CR / Director / Management from time to time</li> </ul>	
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master Degree in any discipline</li> </ul>	